

CURRICULUM COMMITTEE (Continued)

QUARTERLY REVIEW SCHEDULE (CY1985)

Third Quarter 1985

Scientific Weapons Intelligence for Operations
CIA Today and Tomorrow
Introduction to ADP
Advanced Intelligence Seminar (in progress)
GIM II (completed)

Fourth Quarter

Introduction to CIA (?)
Records Management
EEO (in progress)
* Management Training
* Regional Training Program
Analyst Training (in progress--report due)

CURRICULUM COMMITTEE NEW COURSE CHECKLIST

1. Course

Objectives:

-How fits into OTE categories, and Division or Office curriculum

2. Customer

-Who asked for it?
-What kind of needs assessment?
-Accountability

3. Students

-Who is course directed at?
-Grade, experience, directorate
-Kind of work (e.g. communicator, analyst, budget officer)

4. Course Design

-Short statement of purpose
-Course outline
-Method of instruction
-Opinion of external reviewer on methodology

5. Course Substance

-Course outline
-Opinion of external reviewer

6. Cost

-How many work years into develop and running?
-\$ (not counting OTE personal service)
-Opportunity cost, i.e. what else might be doing

7. Marketing

-Advertising, training officer network, etc. when and how?
-Post-course

8. Post-Course Review

-Evaluation plan. How will students evaluate?
Based on job evaluation? Non-student evaluation?
-Date for returning to C.C. with evaluation and recommendation re-continuance, changes, etc.